

Protective Planning Policy

Policy Number: IA 07.01 and CM 03.00

Eliminated/Replaced Policies: NONE

Subject: Safety Assessment, Initial Assessment, Intensive In-Home Services, Ongoing Case Management Services, Placement Referral Unit, present danger threats, protective action, protective plan, protective capacities, and eWiSACWIS

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Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.

Summary:

This policy dictates the roles and responsibilities of the assigned staff and supervisor when they have assessed and identified present danger threat(s) and will implement a protective plan to control for present danger threat(s).

Related Resources:

- [Wisconsin State Statutes Chapter 48 Children's Code](#)
- [Child Protective Services Safety Intervention Standards](#)
- [DSP Memo Series 2011-07 June 28, 2011; Modifications to the Child Protective Services Safety Intervention Standards](#)
- [Child Protective Services Access and Initial Assessment Standards](#)
- [Ongoing Services Standards](#)
- [Department of Children and Families \(DCF\) Indian Child Welfare](#)
- [Wisconsin Indian Child Welfare Act 2009; Act 94](#) effective 12/22/2009
- Placement Referral policy IA 51.00, IIHS 13.00 OCM 52.00
- Noncustodial Parent policy IA 50.00, IIHS 13.00 and OCM 51.00
- Locating Families policy IA 8.00
- [DSP Memo Series 2009-10 12/23/2009; 2009 WI Act 79: Federal Changes Act \(2009 Wisconsin Act 79; effective 01/01/2010\)](#)
- Protective Plan (DCF-F-2179)
- Internal Review Process (BMCW)

Policy:

A protective plan is an immediate, short-term strategy in response to the identification of present danger threats to allow for expedited information collection. The protective plan provides a child with adult supervision and care to control present danger threats and to allow for the collection of information used to assess impending danger and parent/caregiver protective capacities. A protective plan is a voluntary arrangement made between a family and an agency (in the home or outside the home).

CPS State Standards, Wisconsin State Statutes and DPS memos must be complied in conjunction with BMCW policies. BMCW and contracted case management staff must reference the *CPS Safety Intervention Standards pages 6 – 12 Safety Appendix 3 Establishing and Implementing the Protective Plan pages 28-29* for additional requirements and guidance.

Protective plans are not applicable for children in out-of-home placements and their providers. Protective plans may be utilized for the out-of-home provider and their own adopted or biological children or children not placed in the home by a county child welfare agency (e.g. grandmother informally caring for her grandchild).

Extension and/or Termination of a Protective Plan:

1. Initial Assessment Specialists (IAS) and other BMCW employee:
 - a. Prior to the protective plan expiring, being extended or terminated, the family case must be staffed with a BMCW program manager to determine next steps (e.g. in-home safety plan, out-of-home safety plan or other).
 - b. BMCW program manager approval is required when extending a protective plan beyond the initial two weeks and protective plans should be no more than a total of 30 days.
 - c. Any BMCW protective plan extended beyond the initial 30 days must be staffed and approved by the Access and IA Section Chief or the Deputy Director.
 - d. IAS may present the case via the *BMCW Internal Review Process* for program management review.
2. The contracted case management agencies will internally develop their own process and procedures to ensure protective plans comply with State Standards and BMCW policy (e.g. level of supervisory approval needed for extensions or terminations of protective plans and length of protective plans). The contracted case management agencies internal policy will be a supplement of this policy and their staff are required to comply with all aspects of this policy unless otherwise noted.

“BMCW staff” references Initial Assessment Specialists (IAS) and contracted agencies case managers (CM) for the purposes of this policy and the responsibilities outlined.

Procedures:

3. The BMCW staff (IAS/CM) must communicate with the assigned supervisor the results of the safety assessment for all initial assessments and/or ongoing cases (e.g. encounter present danger threats during a contact or become aware of a present danger threat not through an Access report) to discuss the identification or elimination of present danger threats.
4. The BMCW staff and authorizing supervisor will discuss the feasibility of a protective plan and the supervisor must provide approval to implement the protective plan with the family.
5. The BMCW staff will follow the *CPS Safety Intervention Standards* related to protective planning for guidance when working with families to implement a protective plan.
6. Roles and responsibilities of each protective adult must be clearly documented within in the *Protective Plan (DCF-F-S2179)* form including BMCW staff roles and responsibilities. The protective plan must clearly identify the present danger threat(s) and the immediate action to control the present danger threat(s).
7. The BMCW staff will contact the Placement Referral Unit or their agency designee to complete the necessary criminal background checks on identified protective adult(s) and adults in the home. When a child (ren) is residing outside of the family home, background checks on individual(s) 10 years and older in the home, where the child will be residing during the protective plan will be conducted. Please reference the *Placement Referral Unit policy*.
8. The BMCW staff will inform the assigned supervisor of the results of the criminal background checks completed on identified protective adult(s) and household members along with a description of the protective plan.
9. When the BMCW staff is in the field, the staff person must read via telephone the entire protective plan document to the assigned supervisor prior to the family and protective adults' signature(s) on the document. The assigned supervisor must provide verbal approval of the protective plan and the BMCW staff will document this approval on the protective plan indicating the date, time and name of the supervisor.
10. A copy of the *Protective Plan (DCF-F-S2179)* form (e.g. signed by the family and each protective adult and approved by supervisor) must be given to the family and each protective adult participating in the protective plan.
11. The *Protective Plan (DCF-F-S2179)* form signed by the family and each protective adult must be signed by the authorizing supervisor and scanned into eWiSACWIS under Legal Documents the same day or no later than the next business day.
12. BMCW staff and their supervisor must review the adequacy of the protective plan weekly in accordance with State Standards.
13. BMCW staff are expected to actively monitor the protective plan. Active monitoring of the protective plan includes and is not limited to telephone calls/contact with the protective adults, unannounced home visits, etc. and a minimum of weekly face-to-face contact

14. Extension of the protective plan must be due to the needs of the family, not due to workload issues of the BMCW staff person and/or agency. *BMCW staff must reference page 2, under the Policy Section and subsection: Extension and/or Termination of a Protective Plan of this document for requirements.*

15. A new *Protective Plan (DCF-F-S2179)* form must be completed according to CPS Standards and BMCW policies at each extension or revision.

16. Documentation

- a. IAS will include the information related to protective plans in *the Initial Assessment (DCF-F-CFS2052 or 54)* form completed in eWiSACWIS in accordance to State Standards and BMCW policy.
- b. Assessment Contacts for IAS or Narrative case notes for CM will document the following (including but not limited to):
 - i. The discussion, decision and implementation of a protective plan with the family, protective adult(s) and any other additional participants involved with the protective plan.
 - ii. The ongoing monitoring and management of the protective plan to include but not limited to:
 1. Home visits
 2. Contact with the family and informal and formal providers
 3. Execution of BMCW staff roles and responsibilities as outlined in the protective plan (e.g. attempted and successful contacts, reasoning why something was not completed, etc.).
 4. The ongoing supervision of the information collection, decision-making, and actions taken (e.g. approvals, revisions, extensions, terminations or etc.) throughout the protective plan between the BMCW staff, their assigned supervisor, program manager and/or upper management.
- c. Assessment Contacts and Narrative case notes must be entered in eWiSACWIS within 72 hours or less of the action/task.

Responsibilities:

Access and IA Section Chief, BMCW deputy director, program managers, IAS and their supervisors, IIH CM, their supervisors and program managers and OCMs, their supervisors, program managers, and the Placement Unit management and their staff.